

## POSITIVE ATTENDANCE REPORTING WHEN PART OF TERM IS 'OTHER' (High Schools, etc.) MEMO

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Dear Colleague,

You are teaching a class that requires positive attendance accounting and reporting, CRN \_\_\_\_\_. Follow these simple steps to comply with California Title V and Rio Hondo Community College District policies concerning this type of class. Instructors must maintain accurate records of the presence or absence of each student at each class meeting (i.e. via an attendance log).

1. At the end of the term, total up the number of hours for each student. Remember that in general, the number of hours for each student cannot exceed the indicated maximum number of hours set in the curriculum.
2. When you are ready to submit final grades, you'll also be asked to submit positive attendance hours. Enter the total actual attendance hours for the semester earned by each student. By entering these totals, you are certifying that the hours are a true and accurate accounting of actual attendance.
3. Before submitting final grades and hours, please double check your reporting for omitted or mis-keyed information. For example, you might have incorrectly issued someone a passing letter grade with zero hours of attendance, which is inaccurate.
4. After submitting grades and hours, please submit your *signed* and *dated* attendance log to the CTE Division Office via email, U.S. mail, intercampus mail, or in person.